



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1130.8H CH-1  
N35  
22 OCT 08

COMNAVCRUITCOMINST 1130.8H CHANGE TRANSMITTAL 1

From: Commander, Navy Recruiting Command

Subj: NAVY RECRUITING MANUAL-ENLISTED

Encl: (1) Navy Recruiting Manual-Enlisted revised pages

1. Purpose. To implement revisions to COMNAVCRUITCOMINST 1130.8H, effective 1 October 2008.

2. Discussion. This change implements revised Active and Reserve Component enlistment/affiliation recruiting policy and procedures. Summary of significant changes included:

a. Volume I - Recruiting Operations

(1) Introduction, Article 000007. Only enlistment forms and documents found in WebRTools or <http://www.cnrc.navy.mil/Publications/directives.htm> are to be used to process and contract Navy applicants. Use of locally developed forms and documents to build enlistment kits is not authorized.

(2) Chapter 5, Section 3, Article 050301. The Production Analysis Training and Evaluation (PATE) has been revised to emphasize recruiter prospecting activity for use in building a recruiter's prospecting plan.

(3) Chapter 6, Section 1, Article 060104. Description and guidelines for the use of the Applicant Compensation Evaluator (ACE) tool in the sales interview section has been incorporated.

b. Volume II - Eligibility Requirements

(1) Chapter 2, Section 4, Article 020403. Clarifies that the civilian education code of "M" shall be used to identify Home School seniors on enlistment documents and in PRIDE. Home school seniors may be in DEP for up to the 365-day DEP limit.

(2) Chapter 2, Section 5, Article 0205050. Applicants with dependents are required to bring proof of their dependent's Social Security Number (SSN) to RTC. Certified copies of dependent Social Security cards or other Social Security Administration issued documents must be included in the enlistment kit.

(3) Chapter 2, Section 6, Article 020605. Classifier requirement to complete the DEP retest questionnaire for DEPPers that retest while in DEP has been cancelled.

(4) Chapter 2, Section 7, Article 020702. NAVET applicants on contract with separation less than 24 months do not require a complete new physical examination to process.

(5) Chapter 2, Section 7, Article 020704. Tattoo Warning NAVPERS 1070/613 requirement is cancelled. The Rinc shall ensure that applicants with tattoos/body art/brands are warned not to obtain any additional tattoos/body art/brands while awaiting accession and that failure to comply with this warning could result in their discharge.

(6) Chapter 2, Section 8, Article 020801. The Eligibility and Waiver Chart for Applicants with Civil/Conduct Offenses has been modified to meet new DoD conduct waiver terminology and reporting requirements. Felony offenses are now referred to as "major misconduct" offenses, misdemeanor offenses are now referred to as "misconduct" offenses. Applicants with a combination of misconduct and non-traffic offenses are now screened under an offense combination rule in order to determine waiver eligibility for applicants with a pattern of civil/conduct offenses. The "Uniform Guide List for Typical Offenses" has been modified to include an offense code for each classification of violations for use in capturing specific civil/conduct offenses in PRIDE and to meet DoD reporting requirements.

(7) Chapter 3, Section 1, Article 030108. Standard operating procedures for processing NAVCRUITCOM level conduct, dependency and prior service waivers have been added to Article 030108.

(8) Chapter 3, Section 1, Article 030801. Clarifies program waivers shall be coded as a Navy administrative waiver on enlistment documents and Navy accession systems by using either RYB, RYD or RYE, depending on the waiver granting authority. RYB=NAVCRUITCOM, RYD=Region, and RYE=District.

c. Volume III - Forms And Documents

(1) Entire Volume has been reorganized.

(2) New waiver code table on 18F of the DD Form 1966.

d. Volume IV - Programs and Classification

(1) Chapter 1, Section 1, Article 010103. Nuclear Field Eligibility Determinations Changed wording from determination to "waiver/s" and throughout the rest of Volume IV as applicable.

(2) Chapter 1, Section 2, Article 010201. Added Special Warfare Operator (SO), Special Warfare Boat Operator (SB), Explosive Ordnance Disposal (EOD), and Navy Diver (ND) reference to let users know specific guidance can be found in Section 3 under Challenge Programs even though these ratings are in the ATF accession program.

(3) Chapter 1, Section 2. In this section and throughout Volume IV changed all references for Naval Security Group (NAVSECGRU) to Naval Network Warfare Command (NAVNETWARCOM).

(4) Chapter 1, Section 2. In this section and in Section 6 clarified the requirement for CTs to be HSDG or HSG. This was always the case but not stated in CRUITMAN-ENL. Also clarified citizenship requirements for immediate family members for CT rating. Also changed remarks for CTT to reference CTN vice CTI.

(5) Chapter 1, Section 3, Article 010304. AW rating will be known as Naval Aircrewmen commencing 1 October 2008.

(6) Chapter 1, Section 4, Article 010405. Merged CSS Homeport Guarantee into the Submarine Programs section.

(7) Chapter 1, Section 5, Article 010504. Merged the PACT Homeport Guarantee Program in the PACT Program.

(8) Chapter 1, Section 6, Article 070601. Updated CTM rating to reflect requirement for SSBI.

(9) Chapter 1, Section 6, Article 070601. Updated MA rating to reflect requirement for WK+AR=98 vice 95.

(10) Chapter 1, Section 6, Article 070601. Updated RP rating to reflect requirement for being Security Clearance Eligible (SCE).

(11) Chapter 1, Section 8, Article 010801. Clarified the definitions of NAVET and OSVET. Must have graduated recruit training/bootcamp as well as having 12 weeks of prior active service.

(12) Chapter 2, Section 4, Article 020404. The following information was deleted. Exceptions to this policy are the Aerographer's Mate's (AG), Legalman (LN), Intelligence Specialist (IS), and Master-at-Arms (MA) ratings, which have 36 months to complete conversion.

(13) Chapter 3, Section 4, Article 030401. Added reference to current NCF/LRP message on CNRC public website.

(14) Chapter 3, Section 7, Article 030702. Removed requirement to use NAVCRUIT 1133/101 Advance Paygrade Statement of Understanding. This information will be available in the new START Guide.

(15) Chapter 3, Section 7, Article 030702. Relax administrative requirements by allowing RTC to promote Recruits to E2 without a page 13 contingent upon their passing the IFA and PQS test upon arrival at RTC.

(16) Chapter 3, Section 7, Article 030702. The following information was added: A degree issued by an institution listed in the Education Directory of Accredited Institutions (such as Associate, Bachelor, etc) may be used to verify completion of the required credit hours.

**Note.** This is used for advancement to pay grades E2 and E3. The information was erroneously deleted from manual.

(17) Chapter 4, Section 2, Article 0402002. Changed telephonic reclass approval authority from CO to EPO.

(18) Chapter 4, Section 4, Article 040404. Added RE-30 to list for Marine Corps **INELIGIBLE TO REENLIST WITHOUT A COMNAVCRUITCOM WAIVER.**

(19) Chapter 5, Section 3, Article 050302. Added new requirement: Cannot apply for affiliation in the SELRES if

member has been in the SELRES in a paid billet/status within the last 90 days.

e. Volume V - Delayed Entry Program

(1) Chapter 1, Section 1, Article 010104. EPO will check to make sure DEP Tool Kit is utilized during station visits.

(2) NAVCRUITDIST DEP Coordinator, NAVCRUITDIST Trainer, Zone Supervisor and RinCs are now PST administrators.

(3) Added requirement to train on DEP Tool Kit and (ACE).

(4) Added the responsibilities of the Naval Special.

(5) Ensure recruiters use the DEP Tool Kit in planning and conducting DEP meetings.

(6) Added need to verify recruiters utilize ACE.

(7) Exhibits 010101, 010102 and 010103 were deleted and are now located in the Standards-Transition-Acknowledgement-Requirements-Training (S.T.A.R.T.) Guide.

(8) Chapter 2, Section 1, Article 020104. The S.T.A.R.T. Guide will be used to acknowledge all information received during the 72-Hour Indoctrination.

(9) Chapter 2, Section 1, Article 020106. The DEP Tool Kit to will be used to plan and coordinate the DEP Meetings.

(10) Chapter 2, Section 1, Article 020108. DEP PQS Tracking Sheet is no longer required.

(11) Chapter 2, Section 1, Article 020109. DEPpers will be advised of the Navy's physical readiness program and the height/weight or body fat standards during the 72 hour indoctrination.

(12) Chapter 2, Section 1, Article 020111. Information on Government Liability for Personal Injury To DEPpers is now in S.T.A.R.T. Guide.

(13) Exhibit 020101 has been deleted and is now located in S.T.A.R.T.

(14) Exhibit 020102 has been deleted. It is longer a requirement to have a posted PQS Tracking Sheet.

(15) Chapter 2, Section 1, Article 020113. Applicants are required to successfully pass the PST prior to classification in to a NSW/NSO/AIRR rate, every 45 days while in DEP, within 14 days prior to shipping. Failure renders ineligible and requires mandatory reclassification in to another program.

(a) Revised Paragraph "h". Explains the required swim strokes that will be performed during the PST.

(b) Revised Paragraph "I". Recruits are required to perform various in water skills. There is no requirement to administer swim assessment in DEP. At no time will breath holding be allowed during DEP.

(16) Chapter 2, Section 1, Article 020118. DEP Turnover is now only documented in RTools. This information is now in S.T.A.R.T. Guide.

(17) Chapter 2, Section 1, Article 020119. DEP Custody Turnover information has been deleted and is now located in the S.T.A.R.T. Guide.

(18) Chapter 2, Section 1, Article 020121. Review the DEPper's PQS and ensure a NAVPERS 1070/613 and MEPS has included the documentation in the DEPpers residual file.

(19) Chapter 2, Section 1, Article 020124. Instructions for courtesy shipping has been added.

(20) Chapter 4, Section 1, Article 040105. Guidance for the Transition of Recruit Travel to the GSA City Pair Program has been added. DEP orders are no longer required.

(21) Chapter 4, Section 1, Article 040106. Any police involvement while in DEP resulting in confinement of more than 3 days, supervised and/or conditional probation, or parole requires a DEP discharge.

(22) Chapter 4, Section 2. Exhibit 040201 has been deleted and this information is no longer required.

(23) Chapter 4, Section 2, Article 040205. DEP/DET personnel who are separated from DEP/DET for any reason, including for immediate enlistment into another component will not be credited time towards their MSO for their time in DEP/DET. Any future enlistment will be treated as an original entry into military service and establishes a new start date for computing MSO and maximum allowable time in DEP/DET.

(24) Chapter 5, Section 1, Article 050102. The Statement of Understanding has been deleted and is now located in the S.T.A.R.T. Guide. This article is now titled Immunization Records.

(25) Chapter 5, Section 1, Article 050103. Information on Fundamental Applied Skills Training (FAST) has been deleted and now located in the S.T.A.R.T. Guide. This article is now titled Zero Tolerance Policy.

(26) Chapter 5, Section 1, Article 050105. Information on a Welcome Aboard Letter has been deleted and now located in the S.T.A.R.T. Guide. This article is now titled Additional Information for New Recruits.

(27) Chapter 5, Section 1, Article 050104. Article number has changed to 050102. Exhibit has been deleted and is no longer required.

(28) Chapter 5, Section 1, Article 050109. Article number has changed to 050106. Certified copies of Social Security Cards of all dependents and family papers will be scanned into RAPIDS at RTC.

(29) Chapter 5, Section 1, Article 050110. Article number has changed to 050107. Certified copies of Social Security Cards of all dependents and family papers will be scanned into RAPIDS at RTC.

(30) Chapter 6, Section 1, Articles 060101 and 060102. DEP Slope Target (DST) has been removed from the CRUITMAN. The primary reference is COMNAVCRUITCOMINST 1133.10.

3. Action. Remove revised pages of reference (a) and replace with enclosure (1).

22 OCT 08

4. Questions regarding this change transmittal may be referred to COMNAVCRUITCOM N35, Plans and Programs Division at 901-874-9465.

/s/

R. R. BRAUN

Deputy

Distribution:

Electronically only, via

<http://www.cnrc.navy.mil/Publications/directives.htm>